

PART 2054 - Employment

Subpart U - Probationary and Trial Periods and Reports Requirements

§2054.1001 Probation.

(a) General. The requirements governing probationary periods for employees selected for a career-conditional or career appointment from a certificate of eligibles are contained in Federal Personnel Manual (FPM) 315 subchapter 8 and the corresponding Department Personnel Manual (DPM) chapter.

(b) Supervisor's responsibility during the probationary period.
Supervisors of probationary employees are responsible for:

- (1) Providing appropriate training, supervision, guidance, coaching or counseling.
- (2) Closely observing the employee's conduct, general character traits, and performance.
- (3) Initiating action to remove employee at any time it becomes apparent that the employee's conduct, general character traits, or capacity do not fit him or her for satisfactory service. The supervisor should notify the employing office as soon as the need for this action is apparent.
- (4) Completing Form AD-507, "Probationary or Trial Period Report," in accordance with §2054.1001 (c) of this section.
- (5) Continuing to monitor the employee's performance and conduct until the end of the probation period and reporting to the employing office, any changes that have an effect on the completed "Probationary or Trial Period Report."

(c) Form AD-507, "Probationary or Trial Period Report."

- (1) Upon receipt of Form AD-507 from the employing office, the supervisor:
 - (i) completes Items 12-19 following the instructions on the reverse of the form.
 - (ii) consults with previous supervisors if the employee has changed positions during the year.

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RD Instruction 2054-U
§2054.1001 (c) (1) (Con.)

- (iii) forwards the Form AD-507 to the reviewing official (the second-level supervisor) in a sealed envelope.
- (2) The reviewing official completes blocks 20-22 and forwards the form to the employing office by the due date indicated.
- (3) The employing office:
 - (i) reviews the form for completeness.
 - (ii) follows up on any action required because of the recommendation on the report
 - (iii) files a copy of the form on the left side of the employee's Official Personnel Folder (OPF).

§2054.1002 [Reserved]

§2054.1003 Probation on initial appointment to a supervisory or managerial position.

- (a) General. Upon initial appointment to a supervisory or managerial position, an employee is required to complete a probationary period. FPM 315 subchapter 9 and the corresponding DPM chapter provide the basic requirements for this probationary period.
- (b) Probationary period. The probationary period for new supervisors and for new managers is one year. An employee who has satisfactorily completed a probationary period as a supervisor is not required to serve a new probationary period as a manager when justified on the basis of performance and experience. The selecting official may recommend waiver of the probationary period in such cases. The final determination is made by the Employing Officer.
- (c) Supervisor's responsibilities. The supervisor of a new supervisor or manager is responsible for:
 - (1) Providing the employee the guidance necessary to successfully carry out the managerial or supervisory aspects of the position.
 - (2) Observing the employee's performance closely and assessing problems.
 - (3) Initiating action to separate the employee from the position, if it becomes apparent, after full-and-fair trial, that the employee's ability to perform supervisory and/or managerial functions is not satisfactory.

(4) Completing Form AD-773, "Supervisory or Managerial Probationary Period Report."

(5) Continuing to observe and appraise the employee following completion of this form and reporting any change which would affect the appraisal of the employee or recommended action.

(d) Form AD-773, "Supervisory or Managerial Probationary Period Report."

(1) The supervisor, upon receipt of the AD-773;

(i) completes blocks 12-18 following the instructions on the reverse of the form.

(ii) forwards the form to the reviewing official.

(2) The reviewing official:

(i) reviews and evaluates the report and completes blocks 19-21.

(ii) requests additional information if needed.

(iii) attaches any comments to the report.

(iv) forwards the form to the employing office by the due date indicated.

(3) The employing office:

(i) reviews the form for completeness.

(ii) follows-up on any action required because of the recommendation on the report.

(iii) distributes copies of the form to the employee, and the employee's Official Personnel Folder (OPF).

§§2054.1004 - 2054.1050 [Reserved]

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